

Rotaract District Fund Grant Criterion Document

Background

The Rotaract District Committee invites all the Rotaract Clubs of Rotary International District 3292, Nepal and Bhutan for their expression of Interest under this initiative taken by the Rotaract District Committee. The fund seeks to reach out to the clubs in supporting them in projects that adhere to the district goals of the Rotaract District Committee for the particular RY. The projects are expected to comply with SMART objectives i.e. (Specific, Measurable, Achievable, Realistic and Time-Bound).

RDF intends to support the projects that are realistic and achievable with the sustainability and impact factors as the key underpinnings. The document underscores the criteria for funding the projects along with other operational details (reporting, selection criteria, deadlines and points of termination of the funding). RDF would be providing clubs with seed funds for their project, the fund titled as Rotaract District Grant, in the form of matching grants, under the headings relating to any of the avenues that a Rotaract Club generally functions.

Operational Management

The operational management of the activities under RDF is delegated under three different committees namely the RDF committee as the patron for the management of the Rotaract District Funds, Grant Management Committee for the management of the activities and the RDG evaluation committee for the evaluation of the projects that will receive the grants.

RDF Committee

- It comprises of sitting DRR along with members as per the Rotaract District Guidelines.
- Like the patrons, the committee shall nominate the members for the Rotaract District Grant Management Committee, who shall be Rotaractors who are members of Rotaract District Committee and/or District Rotaract Committee.

Rotaract District Grant Management Committee

- The committee formulates the criteria for the operation of the grant and shall nominate the “RDG Evaluation Committee”, in consultation with RDF Committee.
- The committee shall receive the applications and will forward the document to the RDG Evaluation Committee for evaluation, after confirming all required documents have been submitted by the applicants.
- The committee shall be responsible to monitor the project throughout the project duration and facilitate the fund transfer process.
- The primary task of the committee shall be to review the documents submitted by the clubs and quality assurance of whether the project is coherent with the agreed objectives and goals as mentioned in the initial document.

RDG Evaluation Committee

- This committee shall be mandated to evaluate and make a decision on a suitable project(s) for Rotaract District Grant.
- The committee shall be an autonomous body with five committee members, led by a Rotarian and shall have four other members (from and beyond Rotary-Rotaract).
- The committee shall not have an *RDF Committee* member/s in the team. A member from the Rotaract District Grant Management Committee shall be appointed to coordinate with the committee members.
- The committee shall operate in close proximity with the RDF committee and shall make the judgment as per the evaluation criteria as mentioned by the RDF

committee and Rotaract District Grant Management Committee. The number of projects to be awarded the fund will be decided by the Rotaract District Grant Management Committee, on the basis of the applications received.

- It is highly recommended that the committee selects the project/s unanimously. However, the decision shall be taken on the basis of the points secured by the project/s as per the mentioned evaluation criteria.

Fundraising and Management:

The document shall be recognized as the “*Rotaract District Grant*” or “*RDG*” Project Criterion Document. RDF committee operates as an autonomous body consisting of the sitting DRR along with members as per the Rotaract District Guidelines. The fund operates under the Rotaract District Committee and the grant decision shall be made on the basis of the criteria outlined by Rotaract District Fund Committee.

Considering the limitations of the funding, the grant the fund operates from the interest generated by the “Rotaract District Fund” fixed deposit account.

1. The fund shall seek support from and beyond Rotary -Rotaract.
2. The financial committee of the Rotaract District Committee shall take the responsibility of the management of funds along with fundraising.
3. The fund seeks to collaborate with the corporate sector and other not for profit organizations for fundraising in areas aligning with their targeted areas.
4. While discussing the possible collaboration, support to RDF can be provided from the Rotaractors, Rotarians, Rotary Clubs and other partners.
5. Before launch of the Grant Applications, RDF Committee shall notify the amount of fund available to be awarded as grants.
 - Clubs can apply for any amount under the amount of grant fund available

RDF Criterion

1. Grant Clauses:

1.1 First and foremost, only Rotaract Club/s within R.I.D 3292 that are clubs in Good Standing should submit proposals in response to this Request for Proposal.

1.2 Clubs are requested to apply for the fund with the letter of intent on club letterhead duly signed by the Club's President.

1.3 Besides the letter of intent, the Club/s should also provide the minutes of the meeting where the decision regarding the RDF application has been taken.

1.4 The clubs should submit the grant application form attached to this document.

1.5. As the funds are minimal and the amount cannot suffice the larger goal of the project, the grant shall be operationalized as “*Matching Grant*”. The contribution of the amount contributed for the project by the club should match the amount disseminated by the district¹ (at least).

Evaluation Criteria

S.No	Details	Points
1.	The rationale of the project (Determining the significance of the project in finding a solution to the outlined issues)	20
2.	Target Audience and impact	35
3.	Alignment with the district goals	20

¹The matching amount should be 100% or more of what the district has provided.

4.	Sustainability factor (adequacy of the fund, longevity of the project and long-term impact)	25
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Scoring:

- Members of RDG Evaluation Committee (jury) will score the project proposals and presentation under the above-mentioned criteria individually
- On the basis of total scores from all RDG Evaluation Committee members, the project proposals will be ranked
- Grant funds will be awarded on the basis of the rankings and funds available.

For example: 5 projects are ranked in the sequence A, B, C, D, E after scores from RDG Evaluation Committee. Total fund available is Rs. 1000. Project A has applied for Rs. 400, Project B for Rs. 350, Project C for Rs. 450. In this case, Project A will receive Rs. 400, Project B will receive Rs. 350 and Project C will receive Rs. 250 (remaining fund as available).

2. Transfer of funds

2.1 The amount shall be provided in three installments.

2.2 Upon the selection of the project the club shall be provided with 20% of the grant for the buildup to the project.

2.3 Clubs have to keep the RDF committee, via Rotaract District Grant Management Committee, updated with the progress made in the achievement of project goals and objectives.

2.4 50% of the fund shall be provided to the club upon the submission of the mid-term evaluation report. The remaining 30 % shall be provided upon the completion of the project.

2.5 The clubs should write an email to the Rotaract District Grant Management Committee for the transfer of funds upon the completion of each reporting period. Rotaract District Grant Management Committee will forward the request to RDF Committee, who shall facilitate the fund transfer process.

3. Termination of project

3.1 Compliance with the reporting deadlines is expected and failure of the club/s to submit any of the reports (both narrative and financial) on the deadline may lead to discontinuation of the funding with the possibility of the return of amount provided in previous reporting periods.

3.2. The decision on the discontinuation of funds shall be done on the mutual agreement between the club and RDF committee.

**Rotaract District Fund
Grant Program Application Form**

Please enter information in text boxes, and email to Rtr. Resham Khadka along with Project Proposal.

Name of Club

Sponsoring Rotary Club

Project Coordinator

Club President

Phone:

Email:

Project Description: Include the problem(s) being addressed by the project you would like funded, the population[1] to be served and its characteristics, when and where the project will take place, project goals and expected outcomes/results/impact to be achieved.

Describe which of the district goals does the project support and how?

How can this project help enhance the public image of Rotary – Rotaract?

How shall the impact / change / solution, that this project is planned to bring, be made sustainable?

Is the Project (check one): New Ongoing Expanded

Provide a brief summary of how funds will be used.

Has the club received funding from the R.I.D 3292 previously? Yes

No

If Yes, please provide a description of previously funded projects, amounts funded, dates, and outcomes achieved to date:

Estimated number of individuals to benefit from the project:

Estimated Expenditure

Budget

S.No	Line Items	Unit Cost	Amount

Amount the club is planning to raise apart from the RDF Grant

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You may provide any additional information you feel would help the RDF Committee better understand your project.

ANNEX I

Rotaract District Grant

Project Timeline

Activity	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Proposed Date
Call for proposals, along with information regarding available funds to be given as grant											01- Oct
Letter of Intent Submission											18-Oct
Initial Project Proposal Submission											8-Nov
Jury Presentation, Evaluation and Announcement of projects											27/28-Nov
Handover of the first installment											1- Dec
Evaluation Report											30- Jan
Status update meeting											Feb first week
Mid-term evaluation report											13- March
Handover of the second installment											27- March
Status Update meeting											17 - April
Final Evaluation report											29-May
Handover of the final installment											15-June